



IMA After School/Enrichment Program and Policy Guidelines

All Parents/Guardians must read the following, sign in the space provided on page 2, and return. One form per family. Please note that our **Parent Handbook** is available on line, or each centre has a paper copy for any additional information. Please review as the following is a condensed version of important considerations.

1. **NOTE:** All children must be signed in and out of their program by an adult.
2. IMA does its best to maintain “NUT free” facilities - Please **DO NOT SEND** any foods which list any nuts in the ingredients. Please observe if any other allergy postings are applicable within your centre.
3. Please discourage your child from bringing large or valuable toys. IMA is not responsible for lost or broken items. Please check “Lost and Found” on a regular basis for personal belongings.
4. Please talk to a staff member if your child will be absent or if there is a change in dismissal procedure involving your child (do not leave a message on phone or email as they may not be retrieved in time).
5. Please call the Administration Office in Stratford with any inquiries or concerns. Sharon Devos 902-628-8182. You can also email sharon@peislandmontessori.com.
6. Do not bring a sick or infested child to school. If your child contracts a contagious illness (other than a cold) or head lice, please inform the school so that other parents may be advised. Children who have a fever, earaches, vomiting or diarrhea at school **will be sent home**. A child who has any of these symptoms the previous day or night should not be brought to camp and when recovering should be kept home for one full day after symptoms subside. If your child is sent home with any lice detection we require them to be lice free before returning.
7. Only prescription medication may be given to children at school by staff. A Medicine Administration Form must be filed out at the respective centre for each prescription.
8. Our After school hours at **Stratford and Cornwall** are Monday to Friday 2:30 to 6:00 pm. We pick all children up at their school at a designated area assigned by the school. Before school is available at 7:30 am for children enrolled in this extra program. These children will be walked to their school's main door at approximately 8:15 am. Charlottetown hours are Monday to Friday 2:30 to 5:30 pm. Children are bussed to the closest bus stop to IMA, (designated area selected by the school board) and children will be met by a staff and walk to our Charlottetown centre. No before school care is available at Charlottetown. The Enrichment program runs from Monday to Friday until 4:30 pm: If your child requires care beyond these parameters, additional options are available for a nominal fee. Late pickup (after closing hours) will result in a \$10 charge for the first increment of 10 minutes and \$1 per minute after until picked up. Prompt pickup is required as our staff is only paid until closing time.
9. Professional development and Parent/Teacher Days – care is available for full day care (8 hours) at each centre. Space is limited and the cost is \$25.00 per day per child. If you sign up for a spot and do not attend you are still responsible for the cost. You must provide a lunch and snack for your child. If your centre offers Friday lunch on that day you are welcome to participate in this option. The cost of \$5.00 and must be ordered and paid in full by prior Tuesday. Please see a staff member for details.
10. Snow/Emergency School Closure Policy: In case of closures or delay within the English Language School Board (ELSB), IMA follows the same procedure. If ELSB closes early or cancelled **we are also closed or cancelled** - you must have a plan to have your child picked up at their school as IMA will not have the staff to cover additional children and we are unable to pick the up early. In the event that the

weather forecasted is for a sudden/violent storm IMA will contact you if your child is already in our centre and must be picked up early.

11. After reviewing the Program and Policy Guidelines, which are also available on-line at www.peislandmontessori.com, parents must sign and return this document on or before the first day at IMA. Please read the Parent Handbook for complete Guidelines.

Important – Respect Policy Notes

12. Payments: There will be a 10% service charge applied to accounts where tuition payments are late. Please provide 10 post dated cheques for the first of each month in September. Cash payments must be provided on or before the first of the month. A NSF charge of \$35/incident will be added to accounts as required. Accounts and additional billing are payable upon receipt of statement.
13. Tuition rates are based on our 41 week calendar. Start and end dates are at the sole discretion of IMA Administration.
14. Refunds: All fee and tuition payments are non-refundable. One month written notice to Administration is required when terminating enrollment in our centre. Deposits will be applied to the last month of tuition after 6 months of attendance.
15. I/we understand and agree that Island Montessori Academy is a business with specific needs related to the provision of services to young children. As a result, I/we understand that the Island Montessori Academy must retain control over activities on the Academy's premises, and must protect the viability of the business enterprise. Consequently, I/we understand, acknowledge and agree that IMA has a strict Respect Policy for ourselves and others, and may terminate immediately the provision of services to me/us and my/our child/children in any of the following events:
 - 1) non-payment of account (accounts are payable upon receipt);
 - 2) payment by cheque or other method which is returned for insufficient funds;
 - 3) disruption of activities at IMA's premises in any manner which is determined by IMA as unacceptable;
 - 4) behavior which is disruptive, intimidating or threatening to anyone as determined by IMA; or
 - 5) physical violence.

I/we also understand and agree that in the event that any of the above events occur, services may be terminated without advance notice to me/us, and no recourse or right of appeal will be available from IMA 's decision in the matter.

16. The right of Island Montessori Academy to terminate services for reasons not identified above is unrestricted, and will depend on the circumstances. I/we have read the Program and Policy Guidelines –Respect Policy Notes and do hereby agree to the terms and conditions set out above. I have read the Parent Handbook for complete guidelines.

Signed: _____
(Parent/Guardian)

Date: _____

Child's Name/s: _____

Campus: _____

Stratford Campus – 902-628-8182 Administration Office

Cornwall Campus – 902-368-8182

Charlottetown Campus – 902-894-4142